

## CITY OF MADERA

### PLANS EXAMINER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, reviews and approves building plans in accordance with building, zoning, mechanical, plumbing, electrical, housing and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Plans Examiner** is the paraprofessional, journey level class in which incumbents are expected to perform the full scope of assigned duties with minimum supervision. Incumbents perform plan checking, technical fieldwork and investigation in the enforcement of a broad range of building and related codes. The work requires independence and discretion in both field inspections and plan examinations. This classification differs from the next higher classification of Chief Building Official in that the latter is responsible for overall management of the Building Inspection Division.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Chief Building Official. Exercises functional and technical supervision over subordinate staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Reviews plans and specifications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable codes and regulations; prepares building, mechanical, plumbing and electrical permits; conducts field surveys and investigations of land use and site and/or environment issues; examines compliance with conditions of permit approvals before construction or alteration to determine compliance with regulations; inspects during construction for compliance with Uniform Codes (U.B.C., U.M.C., U.P.C. and N.E.C.) and municipal codes to ensure the health, safety and welfare of the public; issues certificates of occupancy.
- Interprets and monitors City rules, policies or procedures pertaining to zoning administration; explains and provides information to owners about building applications and permits; reviews applications for completeness and researches application and permit status; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; prepares and maintains records and files for monitoring deficiencies and status of compliance.
- Investigates complaints of unauthorized building construction work; writes responses to inquiries from the public, outside agencies or City Departments.

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- Checks for code violations through field inspections and enforces compliance with City building, zoning, housing, subdivision and related codes; makes inspection of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- Inspects the quality of materials and the methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing and plastering, tile work, masonry, electrical, plumbing and other construction work.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Plans Examiner**. A typical way of obtaining the required qualifications is to possess two years of experience in planning or building code enforcement, and a Bachelor's degree in city planning, zoning, architecture, or a closely related field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license, at time of appointment. Incumbents must possess an I.C.B.O. certification as a Plans Examiner within two years and an I.C.B.O. certification as a Building Inspector within three years of appointment

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Principles, practices and methods used in various land use and building construction areas, including plumbing, electrical and mechanical; applicable federal, state and local laws, codes and regulations including laws, ordinances and codes related to building construction and zoning; investigative principles and practices; public relations techniques and procedures; operational characteristics and use of standard equipment used in building inspection and the building trades; occupational hazards and standard safety procedures.

**Ability to:**

Apply policies, procedures, codes and regulations pertaining to building inspection; read and interpret complex plans and specifications; exercise sound independent judgment; interpret and apply applicable laws, codes and regulations; maintain I.C.B.O. certifications through continuing education programs; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate tools and equipment used in building inspection and the building trades.